Mayfield School
being the best that we can be

Job Description

Post:	**Emotional Literacy Support Assistant (ELSA)**
Hours of work:	**36 hours per week, Term Time only (39 weeks), plus 5 INSET Days**
Working pattern:	**Monday to Thursday: 8.15am – 4.15pm and Friday: 8.15am – 4.00pm (45minute unpaid break)**
Reporting to:	**Designated Safeguarding Lead (DSL)** **School Counsellor**

Job Purpose

The Emotional Literacy Support Assistant (ELSA) plays a key role in promoting the emotional wellbeing, resilience and mental health of students, enabling them to engage positively with learning and school life. The postholder will deliver targeted emotional literacy interventions, provide practical and emotional support to students, maintain accurate records, liaise with parents/carers and external professionals where appropriate, and contribute to a whole-school culture that promotes positive emotional wellbeing.

Main Responsibilities

Student Support:

- Deliver planned emotional literacy interventions on a one-to-one and small group basis in line with ELSA principles.
- Develop, implement and review individual support plans that may include direct intervention, online resources and coordinated support from internal and external services.
- Welcome students referred for emotional support and establish positive, trusting relationships.
- Meet with students to identify emotional, social or behavioural barriers to learning and provide appropriate guidance and support.
- Promote positive emotional wellbeing by supporting students to:
    - build resilience, confidence and motivation;
    - develop emotional regulation and self-help strategies;
    - strengthen self-esteem and positive relationships;
    - recognise and manage emotions effectively;
    - develop kindness, empathy and respect for themselves and others;
    - explore new experiences, coping strategies and opportunities for personal growth.
- Encourage students to develop independence and confidence in managing their own wellbeing.

Assessment, Monitoring and Referrals:

- Monitor students' progress and evaluate the effectiveness of interventions.
- Maintain accurate, confidential and timely records of all student contact, interventions, outcomes and reviews using the school's case management systems.
- Identify where students require additional targeted, specialist or clinical support and make appropriate referrals through agreed school procedures.
- Manage referrals to the school counsellor and support the effective coordination of counselling provision.
- Contribute to pastoral meetings, safeguarding discussions and student reviews as required.

Partnership Working:

- Work collaboratively with teachers, pastoral staff, the safeguarding team and wider professionals to ensure joined-up support for students.
- Liaise sensitively with parents, carers and families, where appropriate, to support students' emotional wellbeing and agreed intervention plans.
- Work effectively with external agencies where required, ensuring professional boundaries and confidentiality are maintained.
- Be a trained First Aider.

Professional Responsibilities:

- Manage an allocated caseload effectively, prioritising work to meet agreed timescales.
- Participate fully in supervision, annual performance management and professional development activities.
- Undertake all mandatory and role-specific training, including ELSA training and updates where required.
- Maintain current knowledge of emotional wellbeing, mental health, safeguarding and best practice.
- Act as a qualified First Aider following appropriate training.
- Undertake any other duties that are reasonably requested by the Headteacher or Line Manager, consistent with the grade and responsibilities of the post.

SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all students in the school
- To undertake compulsory Child Protection/PREVENT Training as directed by the school

Whilst every effort has been made to cover the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the role and the grade.

The duties and responsibilities in this job description are not exhaustive and may be varied from time to time, in a manner that is compatible with the post held, at the discretion of the Headteacher/Line Manager.

Name: …….

Signature: …… Date: ……